

SINGLE FAMILY HOUSING CONSTRUCTION DOCUMENTS CHECKLIST RURAL DEVELOPMENT

BORROWER: _____ **DATE:** _____

LOCATION: _____ **RD OFFICE:** _____

REQ'D FROM Planning & Bidding:

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| [] _____ Contr. | 1. Local Jurisdiction | Plan Certification/Building Permit issued by Code Official. (HB-1 5.21B) |
| [] _____ Contr. | 2. PA AN 1187 (1924-A) | "Certified" Plans. (HB-1 5.21B & PA AN) |
| [] _____ Contr. | 3. Form RD 1924-2 | Description of Materials. (HB-1 5.21A&B, & PA AN) |
| [] _____ Contr. | 4. Form RD 1924-5 | Bid (Proposal). (HB-1 5.22A) |
| [] _____ Contr. | 5. SEO | Septic Permit - signed. (HB-1 5.24) |

Contract Documents:

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| [] _____ Contr. | 1. Form RD 1924-6 | Construction Contract. (HB-1 5.22C) |
| [] _____ Contr. | 2. Recorded in C.H. | Stipulation Against Liens. |
| [] _____ Contr. | 3. Form RD 400-1 | Equal Opportunity Agreement. (HB-1 5.22C) |
| [] _____ Contr. | 4. Form RD 400-6 | Compliance Statement. (HB-1 5.22C) |
| [] _____ Contr. | 5. Warranty Co. | Insured 10-Yr. Warranty "Enrollment Form". (HB-1 5.24) |
| [] _____ RD | 6. PA PN _____ | Pre-Construction Conference Checklist. (HB-1 5.22B) |
| [] _____ RD | 7. Form FHA 400-3 | Notice to Contractors and Applicants w/ EEO/Law Poster. (HB-1 5.22B&C) |
| [] _____ RD | 8. PA AN 1190 (1901-E) | Dept. of Labor Notification (for Contracts over \$10,000). (HB-1 5.22D) |

Construction:

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| [] _____ Contr. | 1. Local Jurisdiction | Inspection Reports issued by Code Official. (PA UCC) |
| [] _____ RD | 2. Form RD 1924-12 | Inspection Reports (3 Stages, only Final w/ 10 yr. warranty). (HB-1 5.23B) |
| [] _____ RD | 3. Exh. A, Inst. 1924-A | Estimated Percent of Completion of Construction (Revised). (HB-1 5.23C) |
| [] _____ Contr. | 4. Form RD 1924-7 | Contract Change Order. (HB-1 5.23D) |
| [] _____ Contr. | 5. Local Jurisdiction | Code Official approval of Code regulated Changes. (HB-1 5.23D) |

Final Inspection & Closeout:

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| [] _____ RD | 1. PA AN 1066 (1924-A) | Contract Change Order (adjustment for Seasonal Work). |
| [] _____ RD | 2. Form RD 1924-12 | Final Inspection Certification. (HB-1 5.23B) |
| [] _____ Contr. | 3. Local Jurisdiction | Final Inspection Report issued by Code Official. (PA UCC) |
| [] _____ Contr. | 4. Local Jurisdiction | Certificate of Occupancy. (HB-1 5.24 & PA UCC) |
| [] _____ Contr. | 5. Verify | Insulation Certification. (HB-1 5.24) |
| [] _____ Contr. | 6. Verify | Cabinet Certification (NKCA Seal). (HB-1 5.24) |
| [] _____ Contr. | 7. Verify | Carpet Certification (backstamped carpet). (HB-1 5.24) |
| [] _____ Contr. | 8. Form RD 1924-19 | Appliance Warranties. (HB-1 5.24) |
| [] _____ Contr. | 9. Form RD 1924-9 | Certificate of Contractor's Release. (HB-1 5.24) |
| [] _____ Contr. | 10. Form RD 1924-10 | Release by Claimants. (HB-1 5.24) |
| [] _____ Contr. | 11. Form RD 1924-19 | Builder's Warranty. (HB-1 5.24) |
| [] _____ Contr. | 12. Warranty Co. | Insured 10-Yr. Warranty "Application for Warranty Form". (HB-1 5.24) |
| [] _____ Contr. | 13. Third Party Inspector | Well Tests (Bacteriological Analysis & Flow Test). (HB-1 5.5 & 5.24) |
| [] _____ Contr. | 14. SEO | Septic Approval (signed Approval to Cover). (HB-1 5.5 & 5.24) |
| [] _____ RD | 15. Letter | Construction Defects Letter. (HB-1 5.25D & Inst. 1924-F) |

Warranty Period:

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| [] _____ RD | 1. Form RD 1924-21 | Notice of Expiration of First Year of Warranty. (HB-1 5.24) |
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